



Chapter 11

Lotus 1-2-3 4.01 for Windows

Lotus 1-2-3 release 4.01 is an easy-to-use spreadsheet program that allows you to produce worksheets, databases, and graphical presentations in the Windows environment. With Lotus 1-2-3, you can perform the following functions:

- C Write formulas to calculate data values.
- C Organize large amounts of information into a database.
- C Chart and graph your data and results.

Accessing Lotus 1-2-3

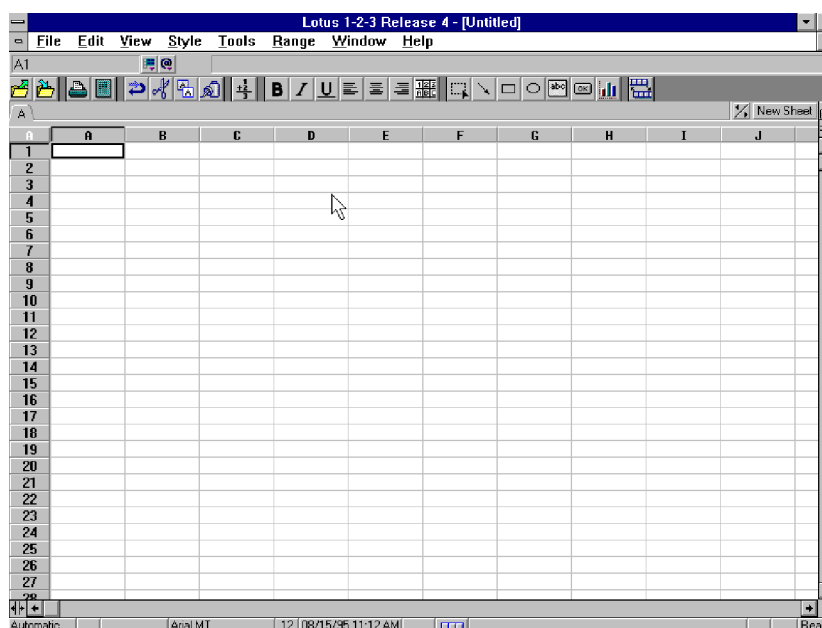
To access Lotus 1-2-3 from Program Manager:

1. Double-click on the Lotus Applications group icon.
2. Double-click on the Lotus 1-2-3 Release 4.01 program-item icon.



Lotus 1-2-3 opens a full-size window containing an untitled worksheet.

Lotus 1-2-3 window
and worksheet



Exploring the Window

This section covers information about each part of the Lotus 1-2-3 window and worksheet at startup.

The Title Bar

The *title bar* is located along the top of the window and displays the name of the application and worksheet.

The Menu Bar

The *menu bar* is located just below the title bar and displays the menu names. The menus contain the commands used in Lotus 1-2-3.

The Edit Line

The *edit line* is located directly below the menu bar. It is used to enter and edit data and formulas in a worksheet. The edit line contains the Selection box, the Navigator button, the @Function button, the Cancel and Confirm buttons, and the Contents box.

The Selection box displays the address or name of the current selection, the Navigator button displays a list of named ranges in the current file, and the @Function button displays the @Function menu.



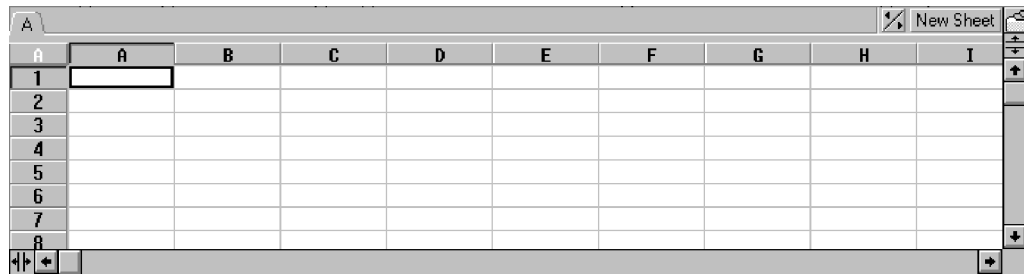
When you type data, the Contents box displays what was entered, and the Cancel and Confirm buttons appear on the edit line. The Cancel button deletes the entry, and the Confirm button accepts the data.

SmartIcons

SmartIcons are buttons that allow you to perform 1-2-3 tasks quickly and efficiently. Default Sheet icon buttons appear when you open 1-2-3. However, you can customize your window by selecting the buttons that you want displayed. To determine what a button does, position the mouse pointer on the button, and hold down the right mouse button. A description appears in the title bar.

The Worksheet Window

A *worksheet* is a spreadsheet consisting of 256 *columns* and 8,192 *rows*. Column letters (A to IV) for each column appear at the top of the worksheet. Row numbers (1 to 8,192) for each row appear on the left.



The intersection of a column and a row is called a *cell*. Each cell has a unique *address* consisting of a worksheet letter, followed by a colon (:), a column letter, and a row number (e.g., A:A1).

Although a single worksheet appears when you open Lotus 1-2-3, you can insert additional sheets to the file. Worksheet names (A to IV) are automatically assigned to each sheet. Worksheet tabs at the top of the worksheets allow you to move between sheets.

The Status Bar

The *status bar* is located across the bottom of the window and displays information about the current selection. Additionally, the status bar allows you to change data formats, such as number formats, the number of decimal places, the typeface, and the point size.

Selecting Cells

You can select single or multiple cells at one time.

Single Cell

To select a single cell:

1. Click on the cell.

The rectangular highlight, called a *cell pointer*, will appear around

the cell that you selected.

Multiple Cells

A *range* is a block of cells. Each range has an address consisting of the address of first cell in the range, followed by two periods (..) and the address of last cell in the range.

Range A:A1..A:C5				
	A	B	C	D
1				
2				
3				
4				
5				
6				
7				

To select a range:

1. Move the mouse pointer to a cell, and drag across the worksheet.
2. Release the mouse button when the range you want is highlighted.

Entering Numbers

Numeric entries (called *values*) can be numbers, formulas, or @functions. Lotus 1-2-3 automatically formats numbers as Comma, Currency, Percent, or Scientific, depending on the symbols you entered.

To enter a number:

1. Click on the cell where you want to enter the number.
2. Type a number.
3. Click on the Confirm button, or press ENTER to accept the data.

Entering Text

Text entries (called *labels*) can contain numbers, or a combination of numbers and letters. When you enter a letter, 1-2-3 automatically precedes the entry with one of the following label-prefix characters:

Label-prefix character	Action
`	Aligns text to the left.
“	Aligns text to the right.



- ^ Aligns text to the center.
 - | Repeats text.
- If you want to enter a number as a label, begin your entry with a label-prefix character.

To enter text:

1. Click on the cell where you want to enter the text.
2. Enter the text.
3. Click on the Confirm button, or press ENTER to accept the data.

Entering a Formula

A *formula* is a worksheet entry that calculates data labels or values. You can write formulas to compute simple or complex mathematical calculations. A formula is made up of three basic parts:

Part	Description
Operands	Values or text that the formula operates upon.
Operators	Mathematical symbols (+, -, *, /, ^), text characters, or logical characters (=, <, >, <>, >=, <=, #NOT#, #AND#) that tell 1-2-3 what to do with the operands.
Separators	Characters, such as parentheses, that are used to combine operations and multiple formulas into one formula.

To enter a formula:

1. Click on the cell where you want to enter the formula.
2. To begin a formula, enter a number or one of the following characters:

Character
+
-
=
@
.
(

\$

3. Enter the first operand.
4. Enter the first operator.
5. Enter the next operand.
6. Repeat steps 4 and 5 until the formula is complete.
7. Click on the Confirm button, or press ENTER to accept the data.

The result, not the formula, appears in the cell.

Entering an @Function

An *@function* is a built-in formula that performs a specialized calculation, such as @SUM and @INT. Most @functions have three basic parts:

- C The at sign (@).
- C The name of the @function.
- C One or more *arguments* (data you provide for 1-2-3 to use when it calculates the @function) enclosed in parentheses.

To enter an @function:

1. Click on the cell where you want to enter the @function.
2. Click on the @Function button on the edit line.

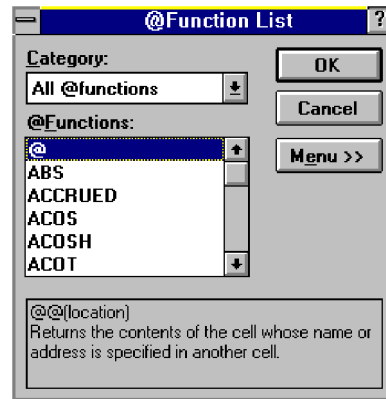


@Function menu

List All...
SUM
AVG
ROUND
IF
TODAY
NPV

3. If the @function you want appears on the @Function menu, choose it and skip to step 7. Otherwise, choose List ALL to open the @Function List dialog box.

@Function List box



4. Select a category from the drop-down list box.
5. Select an @function from the list box.
6. Click on the OK button.

The @function name, argument placeholders, and argument separators are entered in the cell and Contents box. The first argument placeholder is highlighted.

Argument placeholder

	A	B
1	\$150.00	
2	\$34.95	
3		
4	@SUM(list)	
5		
6		

7. Replace the placeholders with your actual argument.
8. Click on the Confirm button, or press ENTER to accept the data.

The result, not the @function, appears in the cell.

Editing Data

To edit data:

1. To edit in a cell, double-click on the cell that you want to edit. To edit in the Contents box, select the cell that you want to edit, and

click the Contents box.

2. Position the insertion point (I) where you want to begin editing.
3. Edit the entry.
4. Click on the Confirm button, or press ENTER to accept the entry.

Creating a Chart

Charts make your data more interesting and readable. Lotus 1-2-3 offers different types of charts in both 2-D and 3-D.

To create a chart:

1. Select the range or collection of data that you want to chart.
2. Click on the Tools Chart button, or choose Chart from the Tools menu.

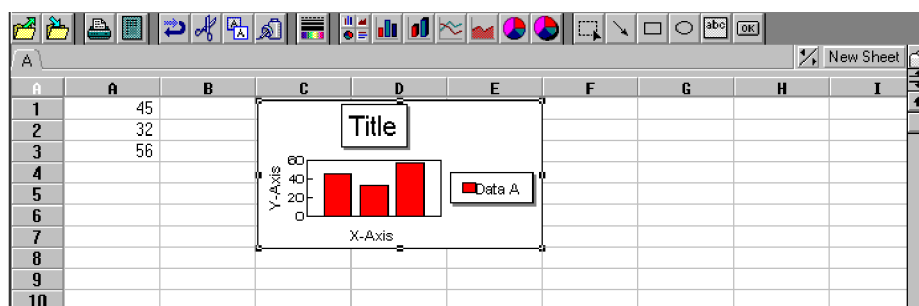


The mouse pointer will change when you move to the worksheet.

3. To size the chart, move the mouse pointer to a cell, and drag across the worksheet.
4. Release the mouse button when the chart is the size that you want.

The completed chart appears on the worksheet.

Bar chart



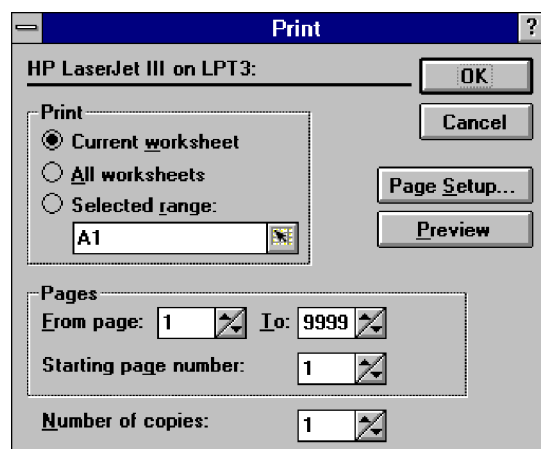
Printing

To print a file, worksheet, range, or chart:

1. Select a file, worksheet, range, or chart that you want to print.
2. Click on the Print button, or choose Print from the File menu.



Print dialog box

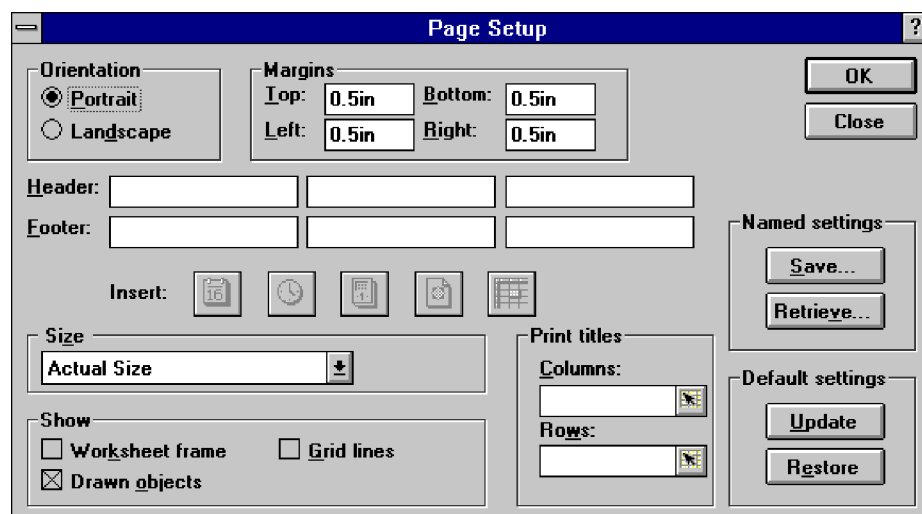


3. Under Print, click on an option:

Option	Action
Current worksheet	Prints the active area of the current worksheet.
All worksheets	Prints the entire file.
Selected range/chart	Prints the specified range or chart.

4. Under Pages, specify the starting and ending pages to print.
5. Specify the number of copies to print.
6. To change the page setup, click on the Page Setup button.

Page Setup dialog
box



7. Make the appropriate changes to the page orientation, margins, and header/footer.
8. When all changes have been made, click on the OK button.
You are returned to the Print dialog box.
9. Click on the OK button to begin printing.

Saving a File

The data entered in your worksheet(s) is temporary until you save it. It is recommended that you save your file frequently, in case of a power failure or other accident. Once a file has been saved, it can be opened at a later time.

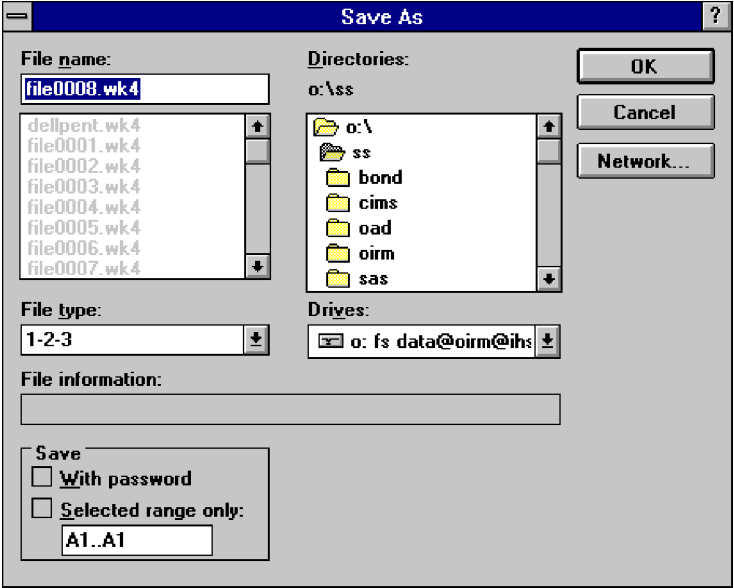
To save a file:



1. Click on the Save button, or choose Save or Save As from the File menu.

If you have not saved the file before, the Save As dialog box will appear.

Save As dialog box



2. If necessary, select the drive and directory where you want to save the file.
3. Type a new name in the File name text box.
4. Click on the OK button.

Using the On-line Help

The on-line Help provides step-by-step instructions and reference information on Lotus 1-2-3 commands, dialog boxes, procedures, and messages.

Help functions can be accessed the following ways:

1. Choose a command from the Help menu:

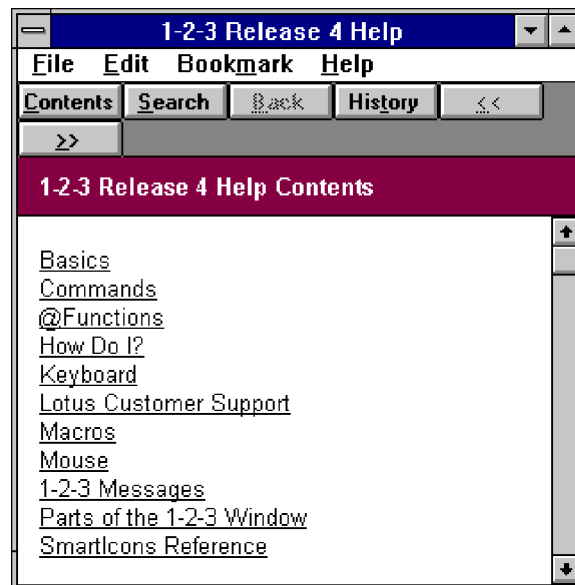
Command	Action
Contents	Displays a list of Help topics available in 1-2-
3. Search	Allows you to search for information
about a	specific topic.
Using Help	Provides instructions on how to use Help.
Keyboard	Gives keyboard equivalents to mouse actions.
How Do I?	Provides step-by-step instructions on how to perform common tasks.

For Upgraders	Provides information about what is new with Lotus 1-2-3 release 4.0.
Tutorial	Provides a tutorial on how to perform 1-2-3 tasks.
About 1-2-3	Displays information about the software, such as release and copyright.

-OR-

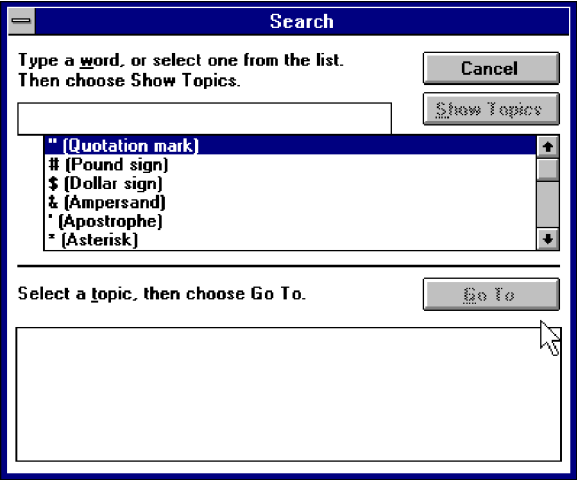
1. Press F1 on the keyboard.

1-2-3 Release 4 Help
window

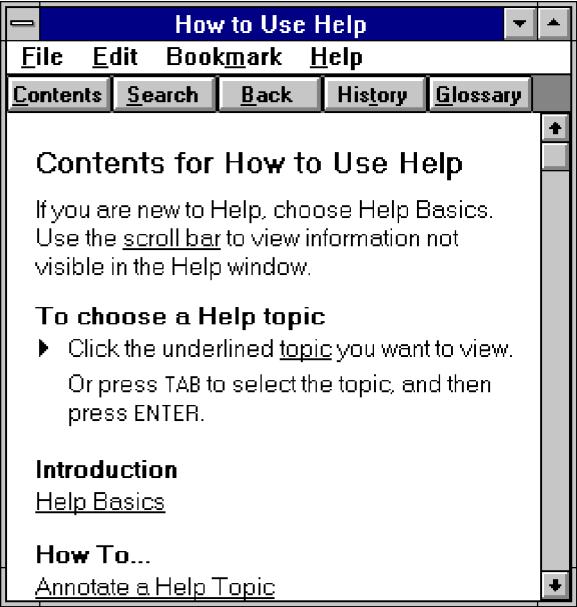


2. From the 1-2-3 Release 4 Help window, click on a topic from the Help Contents, click on the Search button, or press F1 again to learn how to use Help.

Search dialog box



How to Use Help window



-OR-



1. Click on the Help button in every dialog box to access specific information about the items in the dialog boxes.

Exiting Lotus 1-2-3

Be sure to save all files before exiting Lotus 1-2-3. Otherwise, you will be prompted to save your work.

To exit Lotus 1-2-3:

1. Double-click on the Control-menu box, or choose Exit from the File menu.

Additional References

For additional information, use Training for Lotus 1-2-3 in the On-line Tutorials group, or obtain the following reference material from your ADP Coordinator:

- C The *Lotus 1-2-3 Release 4 for Windows User's Guide*, published by Lotus Development Corporation, is an easy-to-read reference guide that provides illustrations and step-by-step instructions.
- C The MicroVideo Learning System *for Lotus 1-2-3 for Windows Release 4* provides reference material for beginning, intermediate, and advanced users. The training material consists of a videotape, data diskette, and video guide/workbook.
- C Anderson Soft-Teach offers course material for *Lotus 1-2-3 for Windows Release 5*, which includes a videotape, student workbook, practice disk, and skills test.